



# CITY OF ALEXANDRIA

DEPARTMENT OF REAL ESTATE ASSESSMENTS  
301 KING STREET, CITY HALL, ROOM 2600  
ALEXANDRIA, VIRGINIA 22314

## NOTICE OF 2013 REAL ESTATE ASSESSMENT THIS IS NOT YOUR TAX BILL

WEBSITE: [alexandriava.gov/realestate](http://alexandriava.gov/realestate)

### ASSESSMENT

INFORMATION: 703.746.4646

### REAL ESTATE TAX

INFORMATION: 703-746-3902 Option 8

### REVIEW & APPEAL FORMS:

[alexandriava.gov/realestate](http://alexandriava.gov/realestate)

or call 703.746.4180 to request forms.

NAME OF  
OWNER  
GUARDIAN  
OR  
TRUSTEE

NOTICE OF ASSESSMENT CHANGE		MAP NO.	BLOCK	LOT	ACCOUNT NUMBER
2012 ASSESSED VALUE	2013 ASSESSED VALUE	LAND AREA			STUDY GROUP
		PROPERTY ADDRESS			
LEGAL DESCRIPTION					
CLASSIFICATION OF 2013 REAL PROPERTY ASSESSMENT					
LAND		BUILDING		TOTAL	
RESIDENTIAL USE					
COMMERCIAL / INDUSTRIAL USE					
2013 Total Assessment					

### Dear Property Owner:

By law, as of January 1 of each tax year the Department of Real Estate Assessments is required to assess the value of your property at 100% of fair market value. This Notice of Assessment Change indicates your updated market value as of January 1, 2013, as well as last year's comparative value estimate as of January 1, 2012. Beginning in 2008, Section 58.1-3221.3 of the Code of Virginia established a separate class of real property used for commercial uses for real estate tax purposes - however all residential property was excluded. The commercial and residential assessments reflected on this Notice allocate the total assessed value for this parcel between property classifications. However, in each of the last three years commercial and residential properties have been taxed at the same equal rate.

Additionally, to ensure the accuracy and equity of assessments, property records have been updated to reflect any new buildings, additions, remodeling, land divisions, etc. If you no longer own the subject property, Section 58.1-3330 of the Code of Virginia requires that you forward this Notice to the owner at his/her last known address immediately upon receipt.

The 2013 tax rate, which will apply to the January 1, 2013 assessed value, is scheduled to be set by the City Council on May 6, 2013. For information regarding the fiscal year (FY) 2014 Budget Process and related Public Hearings on the real estate tax rate, please refer to the section "Real Estate Taxes & Public Hearings" on the reverse side of this Notice.

Our office is committed to providing fair and equitable assessments, along with the best customer service possible. We welcome your comments.

**William Bryan Page, SRA**  
Acting Director, Department of Real Estate Assessments

### Contact Our Office

You are encouraged to review your assessment as soon as possible. City appraisers are available to discuss the assessed value of your property, describe the assessment process, and explain the Review and Appeal procedures. You may go to our website at [www.alexandriava.gov/realestate](http://www.alexandriava.gov/realestate) to view real estate assessments, property information, and sales information; and to access forms for the Review and Appeal processes. You may also visit our office in City Hall, 301 King Street, Room 2600, Alexandria, Virginia 22314, on Monday through Friday, between 8:00 a.m. and 5:00 p.m. Correspondence may be sent to the Department of Real Estate Assessments, P.O. Box 178, Alexandria, Virginia 22313; e-mail us at [realestate@alexandriava.gov](mailto:realestate@alexandriava.gov); or telephone the Department at 703.746.4646.

### Request for Departmental Review Must be Filed by March 15, 2013

If you feel your property is assessed above market value as of January 1, 2013, or that your assessment is not equitable with surrounding properties, or is otherwise erroneous, you may ask to have the Department of Real Estate Assessments review your assessment. To have the Department of Real Estate Assessments review the assessment, please file a *Request for Review of Real Estate Assessment* form (see Requests for Forms below) no later than **March 15**. While it is not a requirement, we strongly encourage property owners to first file a request for a Review with the Department prior to filing an Appeal. Our job is to make sure that your assessment is correct. Usually differences can be resolved at the departmental Review stage prior to the filing of a more formal Appeal with the Board of Equalization.

### Appeals to the Board of Equalization Must be Filed by June 1, 2013

To file an Appeal with the Board of Equalization you need to submit an *Appeal of Real Estate Assessment* form by **June 1**. The Board of Equalization is an independent body appointed by the Alexandria Circuit Court and City Council. The City Council does not hear appeals of real estate assessments. Again, the deadline for filing an Appeal, June 1. Because June 1 falls on a Saturday this year, property owners may submit completed forms using the drop box located on the Royal Street side of City Hall, which is available 24 hours a day. Only those forms postmarked by the United States Postal Service or delivered to our office on or before **June 1** will be accepted.

### Requests for Forms and Additional Information

Forms are available on the City's website at [alexandriava.gov/realestate](http://alexandriava.gov/realestate) and at our office. Please call 703.746.4646 for general information related to the Review and Appeal process, or 703.746.4180 to have forms mailed to you. Please be advised that all data that supports a request for Review or Appeal must be submitted when the form is filed.

### Tax Relief Programs

See the enclosed insert for details on all real estate tax relief programs.

### Real Estate Taxes and Public Hearings

The 2013 tax rate which will apply to the January 1, 2013 assessed value on this Notice is scheduled to be set by the City Council on May 6, 2013. Until the tax rate is established, the amount of taxes to be levied cannot be determined. The City Manager will transmit the Proposed Fiscal Year (FY) 2014 Operating Budget to City Council on February 26, 2013. There will be a Public Hearing on the FY 2014 Proposed Operating Budget on March 11, 2013 starting at 4:00 p.m. in Council Chambers located at 301 King Street, Alexandria, VA. There will be a Public Hearing on the Real Estate Tax Rate on April 13, 2013, at 9:30 a.m. during City Council's regular public hearing. Any additional public hearings, legislative meetings, or work sessions relating to the FY 2014 Operating Budget and the Real Estate Tax Rate will be posted on the City's website at [www.alexandriava.gov](http://www.alexandriava.gov). Real Estate taxes for 2013 will be billed by the Department of Finance in two installments due June 15 and November 15. A pending Review by the Department or Appeal to the Board of Equalization does not change the due date for real estate taxes.

Una traducción de este documento está disponible en nuestro sitio de la red: [alexandriava.gov/realestate](http://alexandriava.gov/realestate). También hay copias disponibles en nuestra oficina: 301 King Street, City Hall, oficina 2600.